

# **COURTROOM GUIDELINES – USE OF SOUND SYSTEM AT TRIAL IN DIVISION 28**

Division 28 has installed a sound system designed to assist parties, witnesses and counsel in presenting evidence and arguments in a trial. It is the responsibility of counsel to use this sound system to conduct trial.

1. Each attorney should contact the bailiff/law clerk before trial begins to obtain the lapel microphone equipment and for any required instruction on the use of the system.
2. Each attorney should advise respective witnesses whom they intend to call during the course of trial of the need to speak into the microphone when testifying.
3. The Court has a master switch that will mute the sound system during all bench conferences during trial.
4. It is the responsibility of counsel to advise the Court if the battery is low on their respective lapel microphones. If a battery needs to be replaced, please notify the bailiff/law clerk.